

BALLOT CLERK PROCEDURE

November 04, 2014 General

Before Voters are allowed in the voter check-in (Ballot Clerk) line, election officials should ask them if they are a registered voter, inform them of the Voter ID law and direct them to the correct line or table.

Before a Voter is allowed into the area within the guardrail to vote:

1. The Voter shall announce his or her name to the Ballot Clerk.
2. The Ballot Clerk shall repeat the name given by the Voter.
 - a. If the Voter's name is NOT found on the checklist, the Ballot Clerk shall direct the Voter to the Supervisors of the Checklist/Registrars.
 - b. If the Voter's name is found on the checklist, the Ballot Clerk shall, using a ruler, put a check mark ✓ beside the name and repeat the name again.
3. The Ballot Clerk shall then state the domicile/mailling address for the Voter that is listed on the checklist and ask the Voter if the domicile/mailling address is correct
 - a. If the domicile/mailling address is NOT correct, and the Voter's current domicile address is within the same town or ward, the Ballot Clerk shall correct the address(es) in **RED** on the paper checklist to reflect the correction.
 - b. If the domicile/mailling address is NOT correct, and the Voter's current address is NOT within the same town or ward, the Ballot Clerk should inform the Voter that he or she is not at the correct polling place and that he or she can only vote where they are domiciled.
4. The Ballot Clerk shall request the Voter present a valid photo ID in the form of:
 - a. A driver's license issued by any state or the federal government;
 - b. A non-driver's license issued by any state;
 - c. An ID card issued by NH DMV for voting purposes only;
 - d. A United States Armed Services ID card;
 - e. A United States Passport or Passcard;
 - f. A NH Student ID card;
 - i. An acceptable student photo ID card issued by: (The Department of Education list is available on the Secretary of State's website - www.sos.nh.gov)
 1. A college, university or career school approved to operate or licensed to operate in New Hampshire;
 2. A public high school in New Hampshire;
 3. A nonpublic high school in New Hampshire accredited by a private school accrediting agency that is recognized by the NH Department of Education;
 4. Dartmouth College;
 5. A college or university operated by the university system of New Hampshire or the community college system of New Hampshire.
 - ii. The card has either an expiration date or an issuance date that has NOT exceeded 5 years;
 - iii. EXCEPTION: Student ID cards without a date of expiration or issuance will be accepted until September 1, 2018.

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- g. A photo ID not mentioned above, but determined to be legitimate by the Moderator, Supervisors of the Checklist or Clerk of a town, ward or city.
- h. Verification of the person's identity by the Moderator, a Supervisor of the Checklist or the Clerk of a town, ward or city. (Not a Ballot Clerk)
5. A valid photo identification shall show:
 - a. Name and photo of the individual.
 - i. The name shall substantially conform to the name of the individual on their voter registration record.
 - b. The photo identification shall also have an expiration date that has not been exceeded beyond 5 years.
 - i. Exception: a voter 65 years or older may use an acceptable ID without regard to the expiration date.
6. If the Voter does NOT present a valid photo ID, the Ballot Clerk shall tell the voter they will be permitted to vote if they complete a "Challenged Voter Affidavit" (CVA).
7. If the Voter presents a "CVA" to the Ballot Clerk, the Ballot Clerk shall put a check mark ✓ in the "CVA" box on the checklist to the right of the Voter's name.
8. The Ballot Clerk shall take the "CVA" from the Voter and place it in a folder or container marked for this purpose.
9. The Voter, if still qualified to vote in the town or ward and having presented an acceptable photo ID or completed a "CVA", and unless challenged as provided for in RSA 659:27 through 659:33, shall then be allowed to enter the space enclosed by the guardrail.
10. The Ballot Clerk gives the Voter the appropriate ballot(s).



After a Voter is allowed into the area within the guardrail to vote:

11. The Ballot Clerk uses a ruler or straight edge to mark the checklist to indicate that the Voter has obtained his or her ballot. We recommend crossing out the last name of the Voter on the checklist, which requires a second look at the Voter's name and the use of the ruler, for example, ~~Jones~~, John.
12. Absentee Voters shall be marked in **RED INK** with the letters **A.V.** (RSA 659:52)
13. After the Moderator and Clerk no longer require access to the checklist for election reporting purposes, the Supervisors of the Checklist should scan the bar codes of those Voters marked on the checklist as having checked in, picked up a ballot **and** if the Voter signed a CVA. Hence, scanned Voter names would have both a check mark and the last name crossed out. See example below.

Town of FAIRBANK , NH						
Official Checklist						
Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID Barcode
Ward 00		CVA				
<input checked="" type="checkbox"/> REP	AARON , JAMES	<input checked="" type="checkbox"/>	17 OAK DR	PO Box 123 PO BOX 09 , ANYTOWN, 00 NH 03555	00	300341708
A.V. <input checked="" type="checkbox"/> DEM	ABDE , LYNDA	<input type="checkbox"/>	22 MAIN ST		00	300341707
<input type="checkbox"/> UND	ABLE , CONSTANCE	<input type="checkbox"/>	2 MAIN ST		00	300341709
<input checked="" type="checkbox"/> UND	ABOOD , DONALD	<input checked="" type="checkbox"/>	99 BEAN RD		00	300341711
<input checked="" type="checkbox"/> REP	ABRAHAM , GEORGE	<input type="checkbox"/>	14 MAIN ST 22 Elm Street		00	300341710